



Job Title: **Volunteer Coordinator/Office Support**

Classification: **Contractor**

Main Contact: **Camp Director**

Position Purpose:

- Assist the camp director with supervision and documentation of our camp volunteers and interns
- Assist the camp director with day to day operations of camp

Essential Job Functions:

- Attend all Prep Days: June 27, June 30, July 1, 2, 3
- Assist with camp set up
- Assist with Staff and Volunteer/Student Orientation/Training by organizing/handing out t-shirts and badges, creating badges as needed
- Maintain daily sign in/sign out logs and enter data into spreadsheets
- Maintain daily absences on a white board and track on the spreadsheet for staff, volunteers, students, etc.
- Responsible for staff t-shirts and badges and having new shirts ready for volunteers on a daily/weekly basis
- May assist with volunteer reviews for Jesuit High School service learning students

Qualifications:

- Ability to work in a fast paced environment
- Ability to take direction and feedback from supervisor
- Ability to follow directions and have attention to detail
- Proficient with Google Suite (Google documents, spreadsheets)
- Punctual and has good attendance

Physical Aspects of the Position:

- Ability to lift and transfer 25 pounds

Heather Eason, Director: _____ Date: _____

Hiree Name : _____ Date: _____

Hiree Signature: _____ Date: _____

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